

OMB & STATEWIDE POLICIES & PROCEDURES

Summary of Policies & Procedures

Department-Wide Policies and Procedures

All policies and procedures listed below can be found electronically by visiting OMB's Intranet site at <http://intranet.omb.state.de.us/policies/index.shtml>.

Complaint Process The Office of Management and Budget employee or applicant who believes he or she was adversely affected by an employment decision resulting from bias, discrimination, or lack of equal employment opportunity may file an informal or formal complaint.

Diversity and Workplace Culture Charter promotes an environment to value people in our daily decisions and interactions by respecting and recognizing each person's unique contributions to the workplace.

Educational Assistance and Tuition Reimbursement Policy As of 7/1/2010, Education Assistance and Tuition Reimbursement is suspended due to budget reductions.

Equal Employment Opportunity/Affirmative Action Policy ensures that the State, recruits, hires, trains and promotes persons in all job classifications without regard to race, color, religion, national origin, gender, age, sexual orientation, veteran status or disability.

Performance Review Policy ensures that at the end of the specified evaluation period, the immediate supervisor will complete a Performance Review for each employee.

Personnel Procedures outlines the process for discipline, grievances, hiring, separations and employee leave.

Travel Policy provides guidelines under which employees will be reimbursed for authorized travel expenses incurred in the conduct of OMB business.

Statewide Policies and Procedures

All policies and procedures listed below can be found electronically by visiting HRM's website at <http://www.delawarepersonnel.com/policies/>. Otherwise, specific links are provided.

Alternative Work Schedule Policy and Agreement provides flexibility in creating alternative work schedules for employees and provides new opportunities for efficiency and expanded hours of customer service.

Beliefs and Principles Policy promotes an environment of mutual respect for all people so that everyone, both employees and citizens, have the ability to achieve his or her very best.

Compensatory Time Policy establishes consistency across state agencies on compensatory time usage and payment and to ensure conformity with the federal Fair Labor Standards Act.

Donated Leave Program aides employees suffering from an illness or injury or to a member of an employee's family by enabling them to draw upon sick and annual leave donated by other employees. For more information on the Donated Leave Program, visit the following web-site: http://delawarepersonnel.com/employee/donated_leave/index.shtml.

OMB & STATEWIDE POLICIES & PROCEDURES

Summary of Policies & Procedures

Page 2

Drug-Free Workplace Policy Statement adopts specific regulations on drug-free workplace requirements for its employees.

Employee Communication to External Groups Policy outlines the rights and responsibilities of OMB employees when communicating their views to the General Assembly and other public boards and entities so as not to put themselves in a possible position of conflict of interest with the State or their employing State agency.

Fleet Vehicle Operation Policy & Handbook ensures that State-owned vehicles are utilized for official State business-related travel when such use is the most practical and economical mode of transportation, including the cost of tolls, fuel and parking. Please visit the following links to view the Fleet Services Operating Policies and Procedures, and the Fleet Handbook.

- Fleet Operating Policies and Procedures: <http://gss.omb.delaware.gov/fleet/policies.shtml>
- Fleet Handbook: http://gss.omb.delaware.gov/fleet/documents/fs_handbook_033009.pdf

Note: If utilizing a privately-owned vehicle for State business travel and requesting mileage reimbursement, approval must be obtained ahead of time from your supervisor.

Management Principles for the Workplace continually makes improvements in the workplace by employing the following essential principles: flexibility, responsibility and accountability, respect, trust, and professional courtesy.

Telecommuting Policy is a privilege which is intended to increase performance and productivity by providing uninterrupted time to work on a special project, either at an alternate work location or from home.

Sexual Harassment Policy outlines our position and practice with regard to sexual harassment in the workplace and to outline the method of reporting and resolving complaints.

Merit Rules

Merit Rules apply to initial probationary and Merit employees, Pursuant to 29 **Delaware Code**, Chapter 59. The Merit Rules can be found electronically by visiting OMB's Internet Site at: <http://www.delawarepersonnel.com/mrules/>

OMB & STATEWIDE POLICIES & PROCEDURES

Summary of Policies & Procedures

Page 3

Employee Certification

This is to certify that I have reviewed these policies and procedures, in their entirety. If I have any questions about the above policies and procedures, I understand that it is my responsibility to contact my supervisor or the Personnel Office for clarification.

Name: _____

Signature: _____

Date: _____

Please sign and return this page to the Personnel Office staff.

Alternative Work Schedule Policy and Agreement

Beliefs and Principles

Compensatory Time Policy

Complaint Process

Diversity and Workplace Culture Charter

Donated Leave Program

Drug-Free Workplace Policy Statement

Employee Communication to External Groups

Equal Employment Opportunity/Affirmative Action Policy

Fleet Vehicle Operation Policy & Handbook

Management Principles for the Workplace

Merit Rules

Performance Review Policy

Personnel Procedures

Sexual Harassment Policy

Telecommuting Policy

Travel Policy